Meeting of the North Richmond
Waste & Recovery Mitigation Fee
Joint Expenditure Planning Committee

Friday, May 31, 2019
2:00 pm – 4:30 pm

Richmond City Hall – Council Chambers | 440 Civic Center Plaza | Richmond, CA 94801

Members:
Edwardo Martinez, Chair - Richmond City Councilmember
Beverly Scott, Vice Chair - NRMAC Representative: Unincorporated Area
Demnlus Johnson, Member – Richmond City Councilmember
Nathaniel Bates, Member - Richmond City Councilmember
John Gioia, Member - Contra Costa County Supervisor
Dr. Henry Clark, Member - NRMAC Representative: Unincorporated Area
Annie King-Meredith – Richmond Incorporated Area Resident

Meeting Agenda:

1. Welcome and Introductions.
2. Public Comment on any item not on the agenda (not to exceed 3 minutes).
3. APPROVE the November 9, 2018 Meeting Minutes.
4. RECEIVE the following reports:
   a. Committee Board Advisory Body Annual Report – 2018
   b. Actual Tonnage & Revenue Update – 2018/2019
   c. Tonnage & Revenue Projection – 2019/2020
   d. Right-of-Way Clean-up Tonnage from Hot Spot Crew
5. RECEIVE report regarding new “Strategy 9 – Community Based Projects” approach planned for 2020/2021 and elimination of the Request for Funding Proposal process.
6. DISCUSS and APPROVE the 2019/2020 Expenditure Plan to be recommended for adoption by the Richmond City Council and County Board of Supervisors, which includes:
   a. Funding allocations for each Strategy within the Expenditure Plan;
   b. Funding allocations for previously selected organizations/agencies for Strategy 9 & 12, including requests for advance payments;
   c. All remaining elements of the 2019/2020 Expenditure Plan.
7. RECEIVE presentation(s) – Verbal update(s) about mitigation funded strategies from program implementers and others.
8. ADJOURN to next meeting – October 18, 2019

Agendas, meeting notes and other information regarding this committee can be found online at: www.cccounty.us/nr
Meeting materials will be made available for public inspection, during business hours at 450 Civic Center Plaza in Richmond, within 96 hours of meeting date and time.

The North Richmond Waste & Recovery Mitigation Fee Joint Expenditure Planning Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee’s meeting. Please call or e-mail the following Committee staff person at least 72 hours before the meeting:
Lori Reese-Brown - City of Richmond, (510) 620-6869, lori.reese-brown@ci.richmond.ca.us
Meeting Minutes

Friday, November 9, 2018
3:00 pm – 5:00 pm

Richmond City Hall | 440 Civic Center Plaza – Multipurpose Room (Basement) | Richmond, CA 94804

Members Absent:
Eduardo Martinez, Chair - Richmond City Councilmember
John Gioia, Member - Contra Costa County Supervisor
Jovanka Beckles, Member - Richmond City Councilmember

Members & Alternates Present:
Beverly Scott, Vice Chair - NRMAC Representative: Unincorporated Area
Robert Rogers, Alternate - Contra Costa County Supervisor
Dr. Henry Clark, Member - NRMAC Representative: Unincorporated Area
Annie King-Meredith – Richmond Incorporated Area Resident
Melvin Willis, Member – Richmond City Councilmember

Meeting Agenda:

1. Welcome and Introductions.
   
   Vice Chair Beverly Scott called the meeting to order at 3:07

2. Public Comment on any item not on the agenda (not to exceed 3 minutes)

   Cordell Hindler shared information about upcoming community events including the West County Mayor’s Meeting on November 29th, 2018 and Ripcord

3. APPROVE the June 8, 2018 Meeting Minutes.

   Robert motioned to approve the June Meeting Minutes. Dr. Clark Seconded Motion approved (4 Ayes, 1 Abstention)

4. RECEIVE the following reports:

   a. Tonnage & Revenue Update;

   Staff provided an update of the 2017-2018 tonnage and revenue. Revenue was higher than what was initially projected. Dr. Clark asked what the reason for the increase was. Staff indicated it could be more waste was disposed of during the data period.

   b. Expenditure Plan Strategy Implementation Update status reports;

   Staff indicated all strategy status reports for the first 6 months of 2018 were included in the packet for the committee members to review. Staff clarified that the new meeting schedule would provide a wrap up of last year. Staff did want to note a few data trends such as:
   - Changes in code enforcement cases opened and close
   - Sheriff statistics for the year
   - Increased litter incidents, but less illegal dumping incidents
Dr. Clark asked about the litter reports and what follow up was done on these reports. Deputy Culberson indicated it was a combination of incidents the Deputy identified and things that were reported to the Deputy. Deputy Culberson also stated that the report is generated and as much follow up is done as possible to find the perpetrator.

c. Amended Summary Close-Out of Expenditures – 2016/2017 Expenditure Plan;

Staff provided stats on the closeouts of budgets after the Expenditure Plan had been amended. King-Meredith showed concerns about surveillance cameras monies being carried over instead of being spent. She would like to see a funding increase to this strategy in order to purchase functional cameras. Dr. Clark asked for clarification on what is done under Strategy 4. Staff indicated that Strategy 4 is used to fund the city’s crews to remove bulky items in the County and City that the garbage company is unable to retrieve. Scott asked about the leftover monies in Strategies 9 & 12. Staff indicated that some didn’t complete their full projects and others decided to withdraw their projects. Scott was concerned if there was a flaw in the Strategy 9 & 12 process. She wants to know if the committee is funding the wrong projects or not providing enough support to the projects.

Clark was concerned about the inactivity of the projects under Strategy 9 & Strategy 12. In FY16-17 there were 3 community garden projects, one of which withdrew their funding. As for the Community based Projects, there were 5 awarded funding one of which withdrew their funding. There was one special project (Urban Tilth), which also was withdrawn. Rogers asked if there was concerns about why these projects didn’t spend as much as they were awarded. Staff indicated projects withdrawing was a big impact for the total awarded amount not being spent.

Willis asked is there a list of projects that dropped off. Staff indicated they are shown in the attachment as projects that have spent no funding.

Scott asked if CHDC gets paid for projects that pull out. Staff indicated CHDC does get paid for work that was completed or working on establishing a service agreement.

Willis commented that other groups in North Richmond are spending their money and it would be worth reaching out to these projects and offering them extra money. Staff suggested that they look at different ways to allocate the funding in the next cycle and provide more funds to non-profits that have a track record of spending their money. Willis also asked about the 10,500 on Clean-ups and who the money goes to. Staff responded that most of the money goes to Republic Services for the cost of neighborhood clean-ups and the City of Richmond is the lead for this cleanup. Staff said they would need to look into that amount for 2016-2017, but that amount was increased in 2017-2018 because it was expected to be spent.

Doria Robinson, Urban Tilth, mentioned she is in the process of submitting a formal complaint regarding how difficult the contracting process was and the methodology for getting paid. She would like the process to track spending through labor costs instead of the current deliverables process.

Eleanor Thompson, Social Progress, believes this process is very difficult too. She has had trouble with the contracting process, especially with the tasks and deliverables part. She believes if the non-profits are not receiving funding, then CHDC should not get paid. Dr. Clark indicated CHDC is there to help grantees get into contract.
Janie Holland spoke on behalf of CHDC. She mentioned that service agreements need to be finalized before payments can be made. Janie stated new grantees are not giving her the task and deliverables needed to develop service agreements. She has only received paperwork from Urban Tilth and the Watershed Project. Men and Women of Valor have come in a couple times to her office to try to get her task and deliverables done. Janie stated she has reached out to all the grantees.

Staff stated that they contracted with CHDC to handle administrative paperwork and streamline the process. Staff believes CHDC should hold the grantee’s hands through the process the first time around.

Doria Robinson mentions that the whole process is a lot simpler for other grants. Staff mentions that CHDC needs to go through the task & deliverables to amend them to meet the purpose of the mitigation fee.

Rogers asked County Staff if they think there is too much bureaucracy or is there another issue that is creating this problem. County Staff commented that they are held to a certain standard and that the level of scrutiny makes it challenging to provide flexibility. Staff indicated they could explain why they are using the process that is established to provide clarification to any non-profits.

Willis is concerned about the Strategy 9 & 12 funds not being spent and questions if the process is too intimidating to non-profits. He would like to see this grant process be more user-friendly. King-Meredith noted she thinks this process is burdensome and the focus should be on getting advances for the grantees to get them started.

d. Summary Close-Out of Expenditures – 2017/2018

Scott asked why staff time increased so much during this time. Staff indicated that was because of the internal audit that occurred in 2017-2018.

5. RECOMMEND Approval of the Second Amended 2017-18 Expenditure Plan to cover additional costs incurred for adoption by the Richmond City Council and County Board of Supervisors.

Staff indicated this second amendment was included in the packet. The only change was the move of $75,000 from contingency to staff time, which was the increase in time for the audit. Dr. Clark motioned to approve the Second Amended 2017-18 Expenditure Plan. Rogers seconded. Motion approved (5 Ayes)

6. PROVIDE direction to Committee Staff about the proposed development of the 2019/2020 Expenditure Plan.

Staff indicated they don’t have a good idea of budget projections at this time. Staff noted they included an attachment that shows the average spending over 3 years for each strategy. Rogers thanked staff for the table provided in the packet. He was impressed with the work done by the Community Service Coordinator and the effectiveness of the right of way pick up and tagging abatement. Rogers wants to hear staff’s opinion regarding right of way pick up and if funding should be increased for this strategy. Rogers also indicated the clean-ups are very effective, but the process needs to be improved if only 50 percent of the funding is being used. Rogers also indicated he would like to see more effort put into Strategy 9 and would like to have follow up done in the future to see how effective these projects are.
Committee indicated staff teach non-profits about the established process for strategies 9 & 12. Willis showed interest in getting feedback about the process from participants. He also wants to know the opinions of Staff and why strategies like the Surveillance Camera have not been working.

King-Meredith wants to know what will be done with the current non-profits in limbo. Staff indicated they will work with CHDC to ensure they get those non-profits into contract as soon as possible. Dr. Clark thinks the Committee needs to look at the types of projects North Richmond needs and not the ones that are currently receiving funding. Scott and Rogers agree. Scott would like to see medical waste be something included in clean-ups and more funding into right of way clean-up and surveillance cameras. Scott would like to do a market analysis to see if the Community Service Coordinator is being paid a competitive market rate.

Willis noted the City’s cameras did catch someone and they are trying to make an example of that individual. Princess commented she doesn’t see Republic cleaning ditches and that funds don’t cover the cost of a dumpster for clean-ups. Supervisors Gioia’s office donated a dumpster for that clean-up. Robinson echoed similar concerns and believes the money doesn’t cover everything they want to do with their projects. Pam said she has never received a grant, but they have a lot of willing volunteers to do work. Robinson knows another grant administrator, from a previous grant she had applied for, that can share their experience with contracting negotiations, which she believe would help shed a new perspective on the contracting process and alterative options available.

Dr. Clark asked for an update about the right of way clean-ups. Rogers commented there is no contract currently to clean the ditches. He then asked staff is there a strategy that could be funded to ensure these ditches are cleaned up regularly. County Staff mentioned that Tim Higares will be going out to look at the ditches next week and determining if a strategy to clean the ditches is viable. County Staff responded they are trying to find who the right person is to clean these ditches.

Scott said she would also like to see a pot of funds set aside specifically for cleaning the ditches. Scott suggests doing a call for projects to find qualified firms to work with the City and County. King- Meredith wants to entertain the idea of getting a hazmat team. Dr. Clark questioned whose responsibility to clean and maintain the ditches or right of away. Rogers agreed with Dr. Clark and that he would be looking forward to an update from staff at the May meeting.

7. RECEIVE Presentations(s) – Verbal update(s) about mitigation funded strategies.

Tania Pulido – CHDC: Provided an update about the CSC position. She indicated these updates are included in her strategy report, which is in the packet as part of agenda item 4.b. King-meredith commented a date in the strategy report was incorrect. Dr. Clark provided an update that the Shields-Reid basketball courts were repainted.

Pam Bilbo – Men and Women of Valor: She indicated she is working even though she hasn’t received funding. She has bought weed eaters and hired four men to help cut the grass around the MWV building due to neighbor complaints.

Eleanor Thompson – Social Progress: She indicated her grant was to drive around and identify dumping sites. She said that since Tania was the CSC the roads have been cleaner.
Princess – Urban Tilth: She provided an update about the Wildcat Creek Project. She thinks Wildcat Creek is a very important part of the community and needs to be maintained properly. Princess is gathering data from the community and hopes to use it to complete her visioning plan. Dr. Clark asked how she would get the money for the project. Robinson said there are state grants available, which they will apply for, but first they need to complete the visioning plan, which will be a part of their larger proposal.

8. APPROVE new schedule of standing Committee meeting dates.

Staff proposed no change to the May meeting, but wanted to confirm that they select a date for a standing meeting. Staff indicated that the third Friday in October is what is currently selected as the standing October meeting.

9. ADJOURN to next regularly scheduled meeting – Friday May 31, 2019.

Scott adjourned the meeting at 4:55 pm.
To: Board of Supervisors  
From: John Kopchik, Director, Conservation & Development Department  
Date: December 11, 2018  
Subject: Annual Report for the North Richmond Mitigation Fee Joint Expenditure Planning Committee

**RECOMMENDATION(S):**  
1. ACCEPT the North Richmond Waste & Recovery Mitigation Fee Joint Expenditure Planning Committee Annual Report for 2018 (Exhibit A).

2. ACCEPT the corrected North Richmond Waste & Recovery Mitigation Fee Joint Expenditure Planning Committee Annual Report for 2017 (Exhibit D).

**FISCAL IMPACT:**  
There is no fiscal impact associated with the recommended actions.

**BACKGROUND:**  
On June 18, 2002, the Board of Supervisors adopted Resolution No. 2002/377, which requires that each regular and ongoing board, commission, or committee shall annually report to the Board of Supervisors on its activities, accomplishments, membership attendance, required training/certification, and proposed work plan or objectives for the following year, on the second Tuesday in December.

The 2018 Annual

[☑️] APPROVE  [☐] OTHER  
[☑️] RECOMMENDATION OF CNTY ADMINISTRATOR  [☐] RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 12/11/2018  [☑️] APPROVED AS RECOMMENDED  [☐] OTHER

Clerks Notes:

VOTE OF SUPERVISORS

**AYE:**  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

**ABSENT:**  
John Gioia, District I Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: December 11, 2018  
David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Justin Sullivan, (925) 674-7812

cc:
BACKGROUND: (CONT'D)
Report for the North Richmond Waste & Recovery Mitigation Fee Joint Expenditure Planning Committee (Committee) is attached as Exhibit A. This Committee was formed in 2006, pursuant to the terms of a Memorandum of Understanding between the County and the City of Richmond. This Committee was formed to develop recommendations for the use of funding derived from the collection of the North Richmond Waste & Recovery Mitigation Fee, which is subject to the joint-control of the City and County.

The Waste & Recovery Mitigation Fee was established by the City and County as permitting conditions of approval to mitigate potential impacts on North Richmond from the proposed expansion of waste processing and resource recovery operations located at the foot of Parr Boulevard in North Richmond (“Project”). One of the mitigation measures in the 2003 Environmental Impact Report (EIR) for this Project called for the establishment of a Mitigation Fee to defray annual costs associated with collection and disposal of illegally dumped waste and associated impacts in North Richmond and adjacent areas.

This Committee is charged with preparing an Expenditure Plan to facilitate joint administration of this funding for the benefit of unincorporated and incorporated North Richmond. Each Expenditure Plan recommended by the Committee is subject to the final approval of the Richmond City Council and the Contra Costa County Board of Supervisors. A copy of the current Expenditure Plan for 2018/2019 (covering July 2018 thru June 2019), is attached as Exhibit B. A recommendation by the Committee on a new Expenditure Plan for the 2019/2020 fiscal year is expected to be made in May 2019.

The revised 2017 annual report reflects corrected meeting attendance for Committee Members and Alternates.

CONSEQUENCE OF NEGATIVE ACTION:
The 2018 Advisory Body Annual Report submitted on behalf of the North Richmond Waste & Recovery Mitigation Fee Joint Expenditure Planning Committee in accordance with Resolution No. 2002/377 would not be formally accepted.

ATTACHMENTS
Exhibit A - 2018 Annual Report
Exhibit B - Approved 2018/19 Expenditure Plan
Exhibit C - Training Certificates
Exhibit D - Corrected 2017 Annual Report
Advisory Body Name:
North Richmond Waste & Recovery Mitigation Fee Joint Expenditure Planning Committee (NRMFC)

Advisory Body Meeting Time/Location:
Meetings are regularly scheduled for twice a year, with special meetings scheduled from time to time at the discretion of the Committee. The meeting dates and times for the 2018 calendar year are identified in Section 3 of this document (page 2). This year, all meetings were held at Richmond City Hall located at 440 Civic Center Drive in Richmond.

Chair (during the reporting period):
Edwardo Martinez, Richmond City Councilmember

Staff persons (during the reporting period):
Contra Costa County Department of Conservation & Development:
- Deidra Dingman, Demian Hardman & Justin Sullivan
Richmond City Manager’s Office:
- Lori Reese-Brown & LaShonda Wilson

Reporting Period: January 1, 2018 – December 31, 2018

1. Activities
The NRMFC made recommendations to the County Board of Supervisors and Richmond City Council on the use of money collected through a Waste & Recovery Mitigation Fee established as result of an Environmental Impact Report to mitigate impacts from the expansion of the West Contra Costa Sanitary Landfill (WCCSL) Bulk Materials Processing Center (BMPC) located in the North Richmond area. The Committee provided feedback to City/County Committee staff about recommended uses of the mitigation fee for the purpose of defraying the annual costs associated with the collection and disposal of illegally dumped waste in the North Richmond area as a result of the BMPC expansion.

2. Accomplishments
In 2018, the NRMFC received a Tonnage & Revenue update along with informational reports on all expenditure plan strategies. Projected tonnage revenue reports indicated unusually higher revenue for the 2018/2019 fiscal year. Staff provided two scenarios for distributing funds. Based on staff’s suggestions, the committee recommended adoption of the 2018/19 Expenditure Plan (Attached as Exhibit B), which includes the changes shown in the table below:

<table>
<thead>
<tr>
<th>Expenditure Plan Strategy</th>
<th>Budget Changes in the 2018/19 Expenditure Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategy 1 – Bulky Item Pick-ups</td>
<td>No Change</td>
</tr>
<tr>
<td>Strategy 2 – Neighborhood Clean-ups</td>
<td>No Change</td>
</tr>
<tr>
<td>Strategy 3 – Prevention Service Coordinator</td>
<td>Increased budget by $7,789.25</td>
</tr>
<tr>
<td>Strategy 4 – City/County Right-of-Way Pick-up &amp; Tagging Abatement</td>
<td>No Change</td>
</tr>
<tr>
<td>Strategy 5 – Code Enforcement (County)</td>
<td>No Change</td>
</tr>
<tr>
<td>Strategy 6 – Illegal Dumping Law Enforcement</td>
<td>No Change</td>
</tr>
<tr>
<td>Strategy 7 – Surveillance Cameras</td>
<td>No Change</td>
</tr>
<tr>
<td>Strategy 8 – Community Services Coordinator</td>
<td>Increased budget by $13,964.04</td>
</tr>
<tr>
<td>Strategy 9 – Community-Based Projects</td>
<td>Increased budget by $29,091.51</td>
</tr>
</tbody>
</table>
Strategy 10 – North Richmond Green Community Service Programs  
No Change

Strategy 11 – North Richmond Green Campaign  
No Change

Strategy 12 – Community Garden Projects  
Decreased budget by $11,749.19

Contingency  
No Change

The Committee also recommended approval of the Second Amended 2017-2018 Expenditure Plan, which provided shifting of funds from contingency to staff costs.

3. Attendance/Representation

The seven-member Committee is comprised of three Richmond City Council members, one member of the Board of Supervisors, two North Richmond Municipal Advisory Council (MAC) members that are residents of unincorporated North Richmond, and one incorporated North Richmond (NR) resident. The Committee’s Amended Bylaws provide for designation of alternates and procedures for removal of members based upon number of absences without prior notification. The level of participation for each Committee member is outlined in the table below as well as the status of a quorum being achieved for each meeting date.

The Alternate seat for Richmond City Councilmember was filled in early January 2018. The Alternate seats for the Incorporated North Richmond Resident and North Richmond MAC remain vacant. The City & County will continue seeking volunteers that can be appointed to fill the vacant seats in 2019.

### 2018 Meeting Dates & Attendance

<table>
<thead>
<tr>
<th>Committee Members &amp; Alternates</th>
<th>Mar 23 2-4 pm</th>
<th>May 26 2-5 pm</th>
<th>Oct 19 2-4 pm</th>
<th>Nov 9 2-4pm</th>
<th>Appointed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Henry Clark – North Richmond MAC</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>County</td>
</tr>
<tr>
<td>Jovanka Beckles – Richmond City Councilmember</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>City</td>
</tr>
<tr>
<td>Eduardo Martinez, CHAIR – Richmond City Councilmember</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>City</td>
</tr>
<tr>
<td>John Gioia, Supervisor – Board of Supervisors</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>County</td>
</tr>
<tr>
<td>Melvin Willis – Richmond City Councilmember</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>City</td>
</tr>
<tr>
<td>Beverly Scott, VICE CHAIR – North Richmond MAC</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>County</td>
</tr>
<tr>
<td>Annie King-Meredith – Incorporated N. Richmond Resident</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>City</td>
</tr>
<tr>
<td>Robert Rogers – Board of Supervisors, Alternate</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>County</td>
</tr>
<tr>
<td>Ada Recinos – Richmond City Councilmember, Alternate</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>City</td>
</tr>
<tr>
<td>North Richmond MAC Member, Alternate</td>
<td>VACANT</td>
<td>VACANT</td>
<td>VACANT</td>
<td>VACANT</td>
<td>County</td>
</tr>
<tr>
<td>Incorporated N. Richmond Resident, Alternate</td>
<td>VACANT</td>
<td>VACANT</td>
<td>VACANT</td>
<td>VACANT</td>
<td>City</td>
</tr>
<tr>
<td><strong>Quorum achieved</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

4. Training/Certification

The County appointed Committee Members/Alternates have completed and submitted the required training certificates (Exhibit C).
5. Proposed Work Plan/Objectives for Next Year

The Committee will have its next meeting on May 31, 2019. Anticipated topics to be discussed at this meeting include budget planning for the next Expenditure Plan cycle (FY 2019/2020), including future revenue projections, proposed funding allocations for existing and potential new strategies. The committee will also consider recommending approval of a new 2019/2020 Expenditure Plan to the County Board of Supervisors and Richmond City Council.
## North Richmond Waste & Recovery Mitigation Fee Payments

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Time Period</th>
<th>$ Amount Received</th>
<th>Processible Tons</th>
<th>Solid Waste Tons</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/11/2018</td>
<td>Jul-18</td>
<td>$62,295.34</td>
<td>10,027.03</td>
<td>13,342.00</td>
</tr>
<tr>
<td>10/1/2018</td>
<td>Aug-18</td>
<td>$64,975.91</td>
<td>10,230.78</td>
<td>13,977.73</td>
</tr>
<tr>
<td>10/25/2018</td>
<td>Sep-18</td>
<td>$55,833.30</td>
<td>8,884.96</td>
<td>11,985.59</td>
</tr>
<tr>
<td>12/3/2018</td>
<td>Oct-18</td>
<td>$64,178.44</td>
<td>10,172.38</td>
<td>13,788.00</td>
</tr>
<tr>
<td>1/2/2019</td>
<td>Nov-18</td>
<td>$62,353.93</td>
<td>9,620.70</td>
<td>13,467.06</td>
</tr>
<tr>
<td>2/14/2019</td>
<td>Dec-18</td>
<td>$60,143.76</td>
<td>9,685.14</td>
<td>12,879.99</td>
</tr>
<tr>
<td>3/1/2019</td>
<td>Jan-19</td>
<td>$62,333.87</td>
<td>7,044.26</td>
<td>13,562.19</td>
</tr>
<tr>
<td>3/28/2019</td>
<td>Feb-19</td>
<td>$53,259.44</td>
<td>5,323.60</td>
<td>11,775.86</td>
</tr>
<tr>
<td>4/25/2019</td>
<td>Mar-19</td>
<td>$58,178.06</td>
<td>6,589.43</td>
<td>12,653.99</td>
</tr>
</tbody>
</table>

### Total - Actual YTD (FY 2018/19)
- $543,552.05
- Processible Tons: 77,578.28
- Solid Waste Tons: 117,432.41

### # of Months
- 9

### Monthly Average - Actual
- $60,394.67
- Processible Tons: 8,620
- Solid Waste Tons: 13,048

### Total - Projected (FY 2018/19)
- $749,247.60
- Processible Tons: 143,967.60
- Solid Waste Tons: 605,280.00

### Monthly Average - Projected
- $62,437.30
- Processible Tons: 11,997
- Solid Waste Tons: 50,440

### Fee Revenue & Tons

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee Revenue</th>
<th>Tons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual Annual Total - YTD Surplus/(Shortfall)</td>
<td>$ (205,695.55)</td>
<td>(66,389.32)</td>
</tr>
<tr>
<td>Estimated Annual Surplus/ (Shortfall) for FY 2018-19</td>
<td>$ (24,511.53)</td>
<td>-40,530</td>
</tr>
<tr>
<td>Actual Monthly Average - YTD Surplus / (Shortfall)</td>
<td>$ (2,042.63)</td>
<td>(3,377)</td>
</tr>
</tbody>
</table>
### North Richmond Waste & Recovery Mitigation Fee Projections - Fiscal Year 2019/20

Fees apply to tons accepted at Republic Services’ Bulk Material Processing Center & Golden Bear Transfer Station

**Solid Waste Mitigation Fee**
- $4.03 Per Ton (applies if waste will be transferred to a landfill)

**Processibles Mitigation Fee**
- $1.09 Per Ton (applies if gate rate charged is more than $14.56/ton)
- 7% Gross Revenue (applies if gate rate charged is $14.56/ton or less)

Above Per Ton Fees and Gate Rate threshold include annual CPI-adjustments effective January 1, 2018

<table>
<thead>
<tr>
<th>Types of Processibles &amp; Waste Accepted</th>
<th>Daily Tonnage</th>
<th>Annual Tonnage</th>
<th>Processibles Mitigation Fee Revenue</th>
<th>Solid Waste Mitigation Fee Revenue</th>
<th>Projected Annual Mitigation Fee Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green &amp; Wood Waste (not landfilled)</td>
<td>270</td>
<td>97,000.00</td>
<td>$105,730.00</td>
<td>$105,730.00</td>
<td></td>
</tr>
<tr>
<td>Appliances, Tires/Bulk Materials (not landfilled)</td>
<td>1</td>
<td>500.00</td>
<td>$545.00</td>
<td>$545.00</td>
<td></td>
</tr>
<tr>
<td>Asphalt &amp; Concrete (not landfilled)</td>
<td>33</td>
<td>12,000.00</td>
<td>$13,080.00</td>
<td>$13,080.00</td>
<td></td>
</tr>
<tr>
<td>Wet/Dusty Material (not landfilled)</td>
<td>0</td>
<td>0.00</td>
<td>$-</td>
<td>$-</td>
<td></td>
</tr>
<tr>
<td>WCWD Biosolids (not landfilled)</td>
<td>0</td>
<td>0.00</td>
<td>$-</td>
<td>$-</td>
<td></td>
</tr>
<tr>
<td>Reclaimed Soil or Dredged Materials (not landfilled)</td>
<td>1</td>
<td>400.00</td>
<td>$436.00</td>
<td>$436.00</td>
<td></td>
</tr>
<tr>
<td>Solid Waste (all waste to be transferred to landfill)</td>
<td>446</td>
<td>160,000.00</td>
<td>$644,800.00</td>
<td>$644,800.00</td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>752</strong></td>
<td><strong>269,900.00</strong></td>
<td><strong>$119,791.00</strong></td>
<td><strong>$644,800.00</strong></td>
<td><strong>$764,591.00</strong></td>
</tr>
</tbody>
</table>

**REFERENCES**

1. Amount of projected Processibles Mitigation Revenue assumes all loads of processibles will be subject to the $1.09 per ton fee, rather than 7% gross revenue, since the facility operator does not expect to charge less than $14.56 per ton for any Processibles (as of 5/16/19)
2. Annual Tonnage projections provided by facility operator (Peter Nuti - Republic Services, 5/16/2019)
3. Daily tonnage is the estimated average which was calculated based on an assumed 359 operating days/year.
4. Including recovered building materials wastees, packaging rubble resulting from construction, remodeling, repair, demolition.
## North Richmond Hot Spot Route

### Tons Collected from the Right-of-Way by Republic/RSS

<table>
<thead>
<tr>
<th>Month-Year</th>
<th>Tons Collected</th>
<th>Peak Daily Tons</th>
<th>Average Daily Tons</th>
<th># of Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total (2019 - YTD)</td>
<td>35.6</td>
<td>2.1</td>
<td>0.9</td>
<td>40</td>
</tr>
<tr>
<td>Total (2018)</td>
<td>233.3</td>
<td>3.4</td>
<td>0.9</td>
<td>255</td>
</tr>
<tr>
<td>Total (2017)</td>
<td>235.6</td>
<td>2.4</td>
<td>0.9</td>
<td>257</td>
</tr>
<tr>
<td>Total (2016)</td>
<td>216.3</td>
<td>1.9</td>
<td>0.8</td>
<td>262</td>
</tr>
<tr>
<td>Total (2015)</td>
<td>234.3</td>
<td>2.0</td>
<td>0.9</td>
<td>260</td>
</tr>
<tr>
<td>Total (2014)</td>
<td>168.5</td>
<td>2.3</td>
<td>0.7</td>
<td>250</td>
</tr>
<tr>
<td>Total (2013)</td>
<td>186.6</td>
<td>2.2</td>
<td>0.7</td>
<td>251</td>
</tr>
<tr>
<td>Total (2012)</td>
<td>195.4</td>
<td>3.7</td>
<td>0.8</td>
<td>258</td>
</tr>
<tr>
<td>Total (2011)</td>
<td>203.9</td>
<td>2.5</td>
<td>0.8</td>
<td>257</td>
</tr>
<tr>
<td>Total (2010)</td>
<td>249.8</td>
<td>5.3</td>
<td>1.0</td>
<td>256</td>
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<tr>
<td>Total (2009)</td>
<td>217.6</td>
<td>3.4</td>
<td>0.9</td>
<td>255</td>
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<tr>
<td>Total (2008)</td>
<td>236.9</td>
<td>7.0</td>
<td>0.9</td>
<td>276</td>
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<tr>
<td>Total (2007)</td>
<td>443.2</td>
<td>6.5</td>
<td>1.7</td>
<td>257</td>
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<tr>
<td>Total (2006)</td>
<td>563.6</td>
<td>9.8</td>
<td>2.3</td>
<td>248</td>
</tr>
<tr>
<td>Total (2005)</td>
<td>411.3</td>
<td>6.7</td>
<td>2.3</td>
<td>180</td>
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</table>

- Dec-19 | 0.0 | 0.0 | #DIV/0! | 0 |
- Nov-19 | 0.0 | 0.0 | #DIV/0! | 0 |
- Oct-19 | 0.0 | 0.0 | #DIV/0! | 0 |
- Sep-19 | 0.0 | 0.0 | #DIV/0! | 0 |
- Aug-19 | 0.0 | 0.0 | #DIV/0! | 0.0 |
- Jul-19 | 0.0 | 0.0 | #DIV/0! | 0.0 |
- Jun-19 | 0.0 | 0.0 | #DIV/0! | 0.0 |
- May-19 | 0.0 | 0.0 | #DIV/0! | 0.0 |
- Apr-19 | 0.0 | 0.0 | #DIV/0! | 0 |
- Mar-19 | 0.0 | 0.0 | #DIV/0! | 0 |
- Feb-19 | 17.9 | 2.1 | 0.9 | 20 |
- Jan-19 | 17.7 | 1.8 | 0.9 | 20 |
- Dec-18 | 17.7 | 1.5 | 0.8 | 21 |
- Nov-18 | 16.9 | 1.3 | 0.8 | 22 |
- Oct-18 | 21.1 | 2.2 | 0.9 | 23 |
- Sep-18 | 14.9 | 1.8 | 0.7 | 20 |
- Aug-18 | 22.2 | 1.6 | 1.0 | 23 |
- Jul-18 | 21.4 | 2.0 | 1.0 | 22 |
- Jun-18 | 13.7 | 1.2 | 0.7 | 20 |
- May-18 | 22.3 | 1.5 | 1.0 | 23 |
- Apr-18 | 19.9 | 1.9 | 0.9 | 21 |
- Mar-18 | 23.3 | 2.6 | 1.1 | 21 |
- Feb-18 | 15.6 | 1.3 | 0.8 | 19 |
- Jan-18 | 24.4 | 3.4 | 1.2 | 20 |
- Dec-17 | 17.4 | 1.9 | 0.8 | 21 |
- Nov-17 | 20.9 | 1.8 | 1.0 | 22 |
- Oct-17 | 21.8 | 2.4 | 1.0 | 22 |
- Sep-17 | 15.3 | 1.5 | 0.7 | 21 |
- Aug-17 | 19.5 | 2.0 | 0.9 | 22 |
- Jul-17 | 17.9 | 1.5 | 0.9 | 21 |
- Jun-17 | 15.5 | 1.8 | 0.7 | 22 |
- May-17 | 18.3 | 2.3 | 0.9 | 21 |
- Apr-17 | 20.7 | 1.8 | 1.0 | 20 |
- Mar-17 | 23.5 | 1.7 | 1.0 | 23 |
- Feb-17 | 21.0 | 1.8 | 1.0 | 21 |
STAFF REPORT
North Richmond Waste & Recovery Mitigation Fee
Joint Expenditure Planning Committee

MEETING DATE: May 31, 2019

AGENDA ITEM: 5

SUBJECT: New Approach to Strategy 9 and Elimination of Request for Funding Proposal Process

RECOMMENDATION(S):

RECEIVE report regarding new “Strategy 9 – Community Based Projects” approach planned for 2020/2021 and elimination of the Request for Funding Proposal process.

BACKGROUND:

This Mitigation Fee was established from a Mitigation Measure in the Environmental Impact Report (EIR) for the expansion of the Bulk Material Processing Center. The revenue derived from this Mitigation Fee is to be used by the City and County to:

- benefit of the North Richmond community, and
- help defray annual costs associated with the collection and disposal of illegally dumped waste and associated impacts in North Richmond and adjacent areas.

The 2018-19 Expenditure Plan awarded seven non-profit organizations/agencies funding under Strategy 9 – Community Based Projects. Four of the seven completed their funding agreements and started work on their projects. Of the three that did not complete their agreements, two were the City of Richmond. City staff indicated that unanticipated hiring process delays prevented the City from finalizing funding agreements for both projects in 2018-19. The City now has their designated staff person on-board and ready to implement their proposed projects in 2019-2020. Committee staff is unable to confirm why the third organization (Safe Return/Social Good Fund) never finalized their funding agreement. Strategy 9 allocated $135,344.69 to be awarded to the selected non-profits/agencies. To date, $27,679.29 of that amount has been distributed to three of these four non-profits.

Two non-profits were awarded funding under strategy twelve in the 2018-19 Expenditure Plan. Funding agreements for both non-profit projects have been fully executed and projects are currently in progress. A total amount of $34,986 was awarded to non-profits. To date, $10,840.00 of that amount has been distributed to one of these two non-profits.
Committee staff has contracted with Community Housing Development Corporation (CHDC) to assist with administrative tasks tied to both Strategies 9 and 12. Although CHDC assists with administering the funding for these Strategy 9 and 12 projects, County staff has still had to spend a significant amount of staff time providing the oversight required for each funding agreement and any associated authorizations. The total costs for County staff time spent on these two Strategies through April 2019 is $50,802.99. The current approach involving separate funding allocations for multiple different funding recipients and projects is not cost effective and has been determined to be unsustainable.

The Request for Funding Proposal (RFP) process used every two years to solicit project ideas to be considered for allocation of funding under Strategies 9 and 12 has proven to be problematic. While this RFP process allows some flexibility, there is minimal flexibility when it comes to the use of these funds intended to defray costs associated with collection and disposal of illegally dumped waste and related impacts. Most projects recommended for funding require changes, which is sometimes quite substantial if the proposed scope does not align with the purpose of the Mitigation fee. The process consumes a substantial amount of time to implement as well as resulting challenges involved in adapting project proposals into compliant project scopes for the purpose of contracting and implementation. In addition to the staffing cost impacts, allocating funds based on this proposal process often results in discrepancies between the project proposals and our applicable funding parameters which has caused a fair amount of frustration for those awarded funding. Additionally, funding recipients have voiced frustration about the pre-approval/invoicing requirements needed to ensure adequate accountability for the use of these public funds.

The RFP cycle used to select projects for 2018-2019 was also intended to be used for the selection of 2019-2020 projects. For this reason, although not cost effective and will necessitate an increased allocation for staffing costs, staff believes it is appropriate to recommend allocation of funding in 2019-2020 to the same entities for the same projects as were awarded funding this year.

For 2020-2021, staff intends to limit recommended allocation of funding under Strategy 12 to the same two organizations that have been consistently implementing NRMF-funded garden projects consistent with existing language in the Expenditure Plan. For Strategy 9, staff intends to use a new streamlined approach focused solely on Community Based Clean-up Projects. Prior to the next Committee meeting in October, staff will identify one non-profit organization with a proven track record of successfully implementing publically funded projects (grants) that is willing and able to:

- Assume ultimate responsibility for contracting, implementation, invoicing and reporting; and
- Proactively solicit interest from and collaborate with other local non-profit organizations wishing to implement clean-up projects.
### North Richmond Waste and Recovery Mitigation Fee

#### 2019-2020 Expenditure Plan Recommended Budget

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bulky Item Pick-ups &amp; Disposal Vouchers</td>
<td>$2,000.00</td>
<td>$555.39</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>2</td>
<td>Neighborhood Clean-ups</td>
<td>$30,000.00</td>
<td></td>
<td>$30,000.00</td>
</tr>
<tr>
<td>3</td>
<td>Prevention Services Coordinator</td>
<td>$50,726.75</td>
<td>$28,787.39</td>
<td>$50,726.75</td>
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<tr>
<td>4</td>
<td>Right-of-Way Pick-up</td>
<td>$30,000.00</td>
<td>$30,000.00</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>5</td>
<td>Code Enforcement - County</td>
<td>$102,056.22</td>
<td>$21,612.79</td>
<td>$102,056.22</td>
</tr>
<tr>
<td>6</td>
<td>Illegal Dumping Law Enforcement</td>
<td>$195,349.22</td>
<td>$146,511.93</td>
<td>$195,349.22</td>
</tr>
<tr>
<td>7</td>
<td>Surveillance Cameras</td>
<td>$2,000.00</td>
<td>-</td>
<td>$12,000.00</td>
</tr>
<tr>
<td>8</td>
<td>Community Services Coordinator</td>
<td>$90,909.09</td>
<td>$52,294.26</td>
<td>$90,909.09</td>
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<tr>
<td>9</td>
<td>Community-Based Projects</td>
<td>$172,180.85</td>
<td>$27,679.29</td>
<td>$142,981.09</td>
</tr>
<tr>
<td>10</td>
<td>North Richmond Green Community Service Programs</td>
<td>$20,042.00</td>
<td>$406.20</td>
<td>$20,042.00</td>
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<tr>
<td>11</td>
<td>North Richmond Green Campaign</td>
<td>$10,500.00</td>
<td>$3,159.31</td>
<td>$10,500.00</td>
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<tr>
<td>12</td>
<td>Neighborhood Community Garden Project(s)</td>
<td>$46,733.25</td>
<td>$10,840.00</td>
<td>$46,733.25</td>
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<tr>
<td>X</td>
<td>Committee Administration/Staffing</td>
<td>$81,140.22</td>
<td>$81,140.22</td>
<td>$109,246.17</td>
</tr>
<tr>
<td>10%</td>
<td>Contingency (Reserve for Revenue Shortfall)</td>
<td>$85,365.29</td>
<td></td>
<td>$76,459.10</td>
</tr>
</tbody>
</table>

**Total Allocations**  
$919,002.89 $402,986.78 $919,002.89

**Projected Revenue**  
$749,247.60 $724,736.07 $764,591.00

**Roll-Over Funding From Prior Cycles**  
$169,755.29 $154,411.89

**Total to be allocated in EP Budget**  
$919,002.89 $919,002.89
# New Community Based Projects Recommended for Funding in 2019/2020

<table>
<thead>
<tr>
<th>Implementing Entity Organization / Fiscal Sponsor (if applicable)</th>
<th>Project Title</th>
<th>Advance Payment Allowed (Up to 10% of Implementer Award Amount)</th>
<th>Requested Amount</th>
<th>Total Award Amount</th>
<th>County Contracting Costs&lt;sup&gt;2&lt;/sup&gt;</th>
<th>CHDC Contracting Cost (20%) to Manage Non-Profits</th>
<th>Non-Profit Implementer Award Amount for Project&lt;sup&gt;1&lt;/sup&gt;</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Richmond</td>
<td>Richmond Tool Lending Library</td>
<td>No</td>
<td>$18,050.00</td>
<td>$21,050.00</td>
<td>$3,000.00</td>
<td>n/a</td>
<td>$18,050.00</td>
<td>Contracts between County &amp; Implementing Entity (City)</td>
</tr>
<tr>
<td>City of Richmond</td>
<td>Love Your Block</td>
<td>No</td>
<td>$17,490.00</td>
<td>$20,490.00</td>
<td>$3,000.00</td>
<td>n/a</td>
<td>$17,490.00</td>
<td></td>
</tr>
<tr>
<td>Urban Tilth</td>
<td>Water is Life</td>
<td>No</td>
<td>$29,290.80</td>
<td>$27,116.73</td>
<td>$801.95</td>
<td>$5,262.96</td>
<td>$21,051.83</td>
<td>County Contract with CHDC</td>
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<tr>
<td>Social Progress Inc. / Greater Richmond Inter-Faith Program</td>
<td>Brighter Beginnings in North Richmond</td>
<td>Yes</td>
<td>$29,999.76</td>
<td>$27,116.73</td>
<td>$801.95</td>
<td>$5,262.96</td>
<td>$21,051.83</td>
<td>Contracts between CHDC &amp; Implementing Entities (Non-Profits)</td>
</tr>
<tr>
<td>Watershed Project</td>
<td>Curb Appeal</td>
<td>No</td>
<td>$29,986.25</td>
<td>$27,116.73</td>
<td>$801.95</td>
<td>$5,262.96</td>
<td>$21,051.83</td>
<td></td>
</tr>
<tr>
<td>Men &amp; Women of Valor</td>
<td>Community Working Together</td>
<td>Yes</td>
<td>$20,000.00</td>
<td>$20,909.90</td>
<td>$594.16</td>
<td>$3,899.35</td>
<td>$15,597.39</td>
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</tr>
<tr>
<td><strong>Total Funding Requested/Allocated</strong></td>
<td></td>
<td></td>
<td><strong>$144,816.81</strong></td>
<td><strong>$142,981.09</strong></td>
<td><strong>$9,000.00</strong></td>
<td><strong>$19,688.22</strong></td>
<td><strong>$114,292.88</strong></td>
<td></td>
</tr>
</tbody>
</table>

---

<sup>1</sup> Funding Proposal Application received by Men & Women of Valor was the wrong application. At their meeting on March 23, 2018, the NRMF Committee gave Men & Women of Valor 30 days to re-submit their application to the NRMF Committee using the correct application and submittal requirements. On April 22, Committee staff received the correct Funding Proposal application. The Men & Women of Valor Proposal application was considered at the NRMF Committee Meeting on June 8th and allocated funding as shown in this Attachment.

<sup>2</sup> For the non-profit entities, costs to have 3rd party organization (CHDC) manage and oversee contracts with Organizations selected for funding is up to twenty (20) percent (%) of award amount after first taking out City/County Contracting cost for $3,000 for City/County to contract directly with CHDC to have CHDC administer non-profit contracts. Amounts not needed for contracting costs may be made available to pay implementing entities for additional CBP costs.
**Attachment 3 - Neighborhood Community Garden Projects (Strategy 12)**

*Funding Allocations for 2019/20 Neighborhood Community Garden Projects recommended for City/County approval by the North Richmond Mitigation Fee Committee*

The NRMF Committee recommended an allocation of **$46,733.25 for Neighborhood Community Garden Projects**. The Committee recommended allocation of this funding based on a Funding Request Proposal released on February 9, 2018 by Committee Staff and Proposals submitted by eligible non-profit organizations on March 6, 2018. The project selections, funding recommendations and number of non-profits selected by the Committee are shown below for the 2019/2020 Expenditure Plan.

### New Neighborhood Community Garden Projects Recommended for Funding in 2019/2020

<table>
<thead>
<tr>
<th>Implementing Entity / Fiscal Sponsor (if applicable)</th>
<th>Project Title</th>
<th>Advance Payment Allowed (Up to 10% of Implementer Award Amount) Yes/No</th>
<th>Requested Amount</th>
<th>Total Award Amount</th>
<th>County Contracting Cost with CHDC¹</th>
<th>CHDC Contracting Cost (20%) to Manage Non-Profits</th>
<th>Non-Profit Implementer Award Amount for Project</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Urban Tilth</td>
<td>Cultivating Hope: Maintaining North Richmond Gardens</td>
<td>No</td>
<td>$ 19,894.60</td>
<td>$ 26,574.15</td>
<td>$ 1,705.90</td>
<td>$ 4,973.65</td>
<td>$ 19,894.60</td>
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</tr>
<tr>
<td>Communities United Restoring Mother Earth (CURME) / Greater Richmond Interfaith Program</td>
<td>Lots of Crops</td>
<td>No</td>
<td>$ 15,092.00</td>
<td>$ 20,159.10</td>
<td>$ 1,294.10</td>
<td>$ 3,773.00</td>
<td>$ 15,092.00</td>
<td></td>
</tr>
</tbody>
</table>

| Total Funding Requested/Allocation Recommended       | $ 34,986.60   | $ 46,733.25               | $ 3,000.00            | $ 8,746.65          | $ 34,986.60                        |                                               |                                               |       |

¹ Costs to have 3rd party organization (CHDC) manage and oversee contracts with Organizations selected for funding is up to twenty (20) percent (%) of award amount after first taking out City/County Contracting cost of $3,000 for City/County to contract directly with CHDC to have CHDC administer non-profit contracts.
North Richmond Waste & Recovery Mitigation Fee
2019/2020 Expenditure Plan

The Waste & Recovery Mitigation Fee was established as a result of the Draft Environmental Impact Report (EIR) dated November 2003 for the WCCSL Bulk Materials Processing Center (BMPC) and Related Actions (Project). The Project involved new and expanded processing and resource recovery operations on both the incorporated and unincorporated area of the Project site, which the EIR concluded would impact the host community. To mitigate this impact Mitigation Measure 4-5 called for a Mitigation Fee to benefit the host community, described as follows:

“Mitigation Fee. The facility operator shall pay a Mitigation Fee of an amount to be determined by the applicable permitting authority(ies) to defray annual costs associated with collection and disposal of illegally dumped waste and associated impacts in North Richmond and adjacent areas. The mitigation fee should be subject to the joint-control of the City and County and should be collected on all solid waste and processible materials received at the facility consistent with the existing mitigation fee collected at the Central IRRF.”

In July 2004, the City of Richmond and Contra Costa County entered into a Memorandum of Understanding (MOU) agreeing to jointly administer Mitigation Fee monies collected from the BMPC for the benefit of the incorporated and unincorporated North Richmond area. This North Richmond Waste & Recovery Mitigation Fee Joint Expenditure Planning Committee (Committee) was formed pursuant to the terms of the MOU for the specific purpose of preparing a recommended Expenditure Plan. This Expenditure Plan provides a means to jointly administer the Mitigation Fee funding for the benefit of the host community, as described in the EIR. The Expenditure Plan is subject to final approval of the Richmond City Council and the Contra Costa County Board of Supervisors.

By approving this Expenditure Plan, the City Council and Board of Supervisors authorize the use of Mitigation Fee funding for only the purposes and in the amounts specified herein. The City and County have each designated their respective staff persons responsible for administering the development and implementation of the approved Expenditure Plan, which includes responsibility for drafting and interpreting Expenditure Plan language. However, the City and County have not delegated to the Committee or to staff the authority to expend funding for purposes not clearly identified in the Expenditure Plan document officially approved by their respective decision-making bodies.

Activities which can be funded in this Expenditure Plan period with the Mitigation Fee amounts specified within this Expenditure Plan are described herein as “Strategies” or “Staff Costs”. Strategies are categorized as either “Core Services” or “Supplemental Enhancements”. Core Services includes the higher funding priority strategies that most directly address the intended purpose of this City/County approved Mitigation Fee, “to defray annual costs associated with collection and disposal of illegally dumped waste and associated impacts in North Richmond”.

All references to the “Mitigation Fee Primary Funding Area” or “Mitigation Fee Funding Area” pertain to the geographic area shown in the attached map (Attachment 4).

<table>
<thead>
<tr>
<th>Expenditure Plan Period:</th>
<th>July 1, 2019 - June 30, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(unless otherwise specified herein)</td>
</tr>
</tbody>
</table>
BUDGET

The funding allocation amounts included in this document apply to the Expenditure Plan Period specified on the first page unless otherwise specified herein. The total amount of funding allocated in the Expenditure Plan Budget is based on revenue projections provided by the BMPC operator, Republic Service, which are dependent upon multiple variables (e.g. number of tons of recovered materials vs. solid waste, per ton gate rate charged and amount of CPI-adjusted per ton Mitigation Fee). Actual Mitigation Fee revenue may deviate from revenue projections provided by Republic and used to prepare this Budget. A “Contingency” line item is included in the Budget to help accommodate variations between projected and actual revenue. Excess funding allocated to strategies and not expended by the end of each Expenditure Plan period is treated as “roll-over” funding for reallocation in a subsequent Expenditure Plan period.

The Budget includes some line items that are based on fixed costs, however there are other line items which are scalable and/or dependent on utilization thereby providing flexibility to reallocate amounts if and when a significant need is identified. Allocated funding may remain unspent due to under-utilization of a particular program. If the amount allocated to a particular line item is determined to exceed needs based upon usage, the remaining funding can only be reallocated by officially amending the Expenditure Plan. This Expenditure Plan may only be adjusted upon official action taken by both the City and County. Although there has been some interest in allowing flexibility for staff to adjust funding allocations under specific circumstances, the authority to approve or modify the Expenditure Plan rests solely with the City Council and Board of Supervisors.

Annual fiscal year Expenditure Plan cycle is expected to reduce margin of error of Mitigation Fee revenue projects, streamline financial reconciliation/budgeting process and minimize need to amend Expenditure Plans mid-cycle. Amending Expenditure Plans involve administrative burden and costs due to the joint approval needed from both the Richmond City Council and County Board of Supervisors. In order to minimize the amount of funding needed to cover staff costs incurred to amend the Expenditure Plan, staff will only recommend changes to the Expenditure Plan when necessary to address a significant and time-sensitive need.
Insert Budget Table Here
DESCRIPTION OF STRATEGIES RECOMMENDED FOR FUNDING

Funding allocation amounts for each strategy are specified in the Budget table on page 3. The following Strategies describe the activities allowed to be funded with the amounts allocated to each in the Budget (associated allowable agency staff costs are described in the Staff Costs section). Strategies are grouped based on relative funding priority levels and the “Core Services” category contains higher priority Strategies than the “Supplemental Enhancements” category. Higher funding priority Strategies are those which best address the Fee’s intended purpose, “to defray annual costs associated with collection and disposal of illegally dumped waste and associated impacts in North Richmond”) and “Supplemental Enhancements”.

Level 1 Priority - PRIMARY CORE SERVICES STRATEGIES

- 1 - Bulky Item Pick-ups & Disposal Vouchers
- 2 - Neighborhood Clean-up Events
- 4 - City/County Right-of-Way Trash
- 5 - Code Enforcement - County
- 6 - Illegal Dumping Law Enforcement

Level 2 Priority - SECONDARY CORE SERVICES STRATEGIES

- 3 - Prevention Services Coordinator
- 7 - Surveillance Cameras

Level 3 Priority - PRIMARY SUPPLEMENTAL ENHANCEMENTS STRATEGIES

- 8 - Community Services Coordinator
- 9 - Community Based Projects (SOME)
- 11 - North Richmond Green Campaign
- 12 – Neighborhood Community Garden Projects

Level 4 Priority - SECONDARY SUPPLEMENTAL ENHANCEMENTS STRATEGIES

- 9 - Community Based Projects (SOME)
- 10 - North Richmond Green Community Service Programs

CORE SERVICES

1. Bulky Item Pick-ups & Disposal Vouchers

Provide residents in the Mitigation Fee Primary Funding Area, who prove eligibility consistent with City/County procedures, with the option of choosing to:

- Request up to one on-call pick-up service per household per calendar year for bulky items through Richmond Sanitary Service (RSS), only available to those with an active account with RSS; or
- Request up to twelve $5 vouchers per household for disposal at Republic’s transfer station on Parr Blvd. per calendar year (vouchers expire after six months, Mitigation Fees only pay for vouchers that are actually redeemed).

[See “Staff Costs” section for agency activities that may also be funded under this Strategy.]
**Administering Agency:** City of Richmond

**Implementing Entity(ies):**

- Community Housing Development Corporation (*processes requests and issues Disposal Vouchers/arranges Bulky Item Pick-ups*)
- Republic Services - Golden Bear Transfer Station & Richmond Sanitary Service (*reimbursed for Disposal Vouchers redeemed and Bulky Item Pick-ups provided*)

**Reporting/Payment Requirements:** Effective July 1, 2012, CHDC and Republic Services shall provide required data pertinent to Strategy 1 based upon the strategy-specific invoicing/reporting requirements and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments.

2. **Neighborhood Clean-ups**

Provide at least one neighborhood and/or creek clean-up event in the Mitigation Fee Funding Area; additional clean-up event may be scheduled as funding allows. [See “Staff Costs” section for agency activities that may also be funded under this Strategy.]

**Administering Agency:** City of Richmond

**Implementing Entity(ies):**

- City Manager’s Office (*coordinates scheduling of clean-up dates and associated arrangements in conjunction with partner entities*)
- Republic Services - Richmond Sanitary Service (*reimbursed for providing/servicing clean-up boxes and disposing of debris placed in clean-up boxes*)

**Reporting/Payment Requirements:** Effective July 1, 2012, the City Manager’s Office and Republic Services shall provide required data pertinent to Strategy 2 based upon the strategy-specific invoicing/reporting requirements and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments (funding transfers).

3. **Prevention Services Coordinator**

Fund at least a portion of a Prevention Services Coordinator (PSC) position (including salary/benefits/overhead and administering agency contracting charge1) on a contract basis to assist the City and County in implementing Strategy 1 as the point of contact for community members interested in claiming Disposal Vouchers or Bulky-Item Pick ups. Assist community members interested in reporting illegal dumping and seeking referral/resources. Track and report data related to illegally dumped waste collected by Republic Services Hot Spot Crew and handle associated referrals to applicable public agencies, including right-of-way referrals for Strategy 4.

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1 Administering agency contracting charge applies ($3,000 per contract)
The PSC may also assist City and County with administering funding allocated to selected non-profit organizations under Strategies 9 and 12. 
[See “Staff Costs” section for agency activities that may also be funded under this Strategy.]

**Administering Agency:** Contra Costa County

**Implementing Entity:** Community Housing Development Corporation (CHDC)  
(reimbursed actual cost for part-time position and issues Disposal Vouchers/arranges Bulky Item Pick-ups)

**Reporting/Payment Requirements:** Effective July 1, 2012, CHDC shall provide required data pertinent to Strategy 1 and Strategy 3 based upon the strategy-specific invoicing/reporting requirements and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments.

4. **City/County Right-of-Way Pick-up**

Fund consolidated pick-up program (including personnel, mileage, equipment rental and administrative costs) for removal of illegal dumping and tagging abatement* in the public right-of-way located within the unincorporated & incorporated Mitigation Fee Primary Funding Area. Funding is intended to pay for removal of illegal dumping that occurs as a result of referrals from the Prevention Services Coordinator for items/debris not collected by the designated Republic Services Hot Spot Route crew.

* Allocation of funding under this Strategy for this Expenditure Plan cycle is primarily intended to cover the cost incurred for City/County Right-of-Way Pick-up activities throughout the Primary Funding Area. Funds for Tagging Abatement are not proposed to be allocated in this Expenditure Plan cycle.  
[See “Staff Costs” section for agency activities that may also be funded under this Strategy.]

**Administering Agency:** City of Richmond

**Implementing Entity:** Richmond Department of Infrastructure Management & Operations

**Reporting/Payment Requirements:** Effective July 1, 2012, the Richmond Police Department’s Code Enforcement Division shall provide required data pertinent to Strategy 4 based upon the strategy-specific invoicing/reporting requirements and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments (funding transfers).

5. **Code Enforcement Staff - County**

Fund at least a portion of County code enforcement position (including salary/benefits/overhead and related vehicle, cell phone and equipment costs), to assist with vacant/abandoned lot abatements and fencing as well as other health/building/zoning violations related to illegal dumping and blight throughout the unincorporated Mitigation Funding Area.

[See “Staff Costs” section for agency activities that may also be funded under this Strategy.]
Administering Agency: Contra Costa County

Implementing Entity: County Department of Conservation & Development’s Building Inspection Division

Reporting/Payment Requirements: Effective July 1, 2012, the County Department of Conservation & Development’s Building Inspection Division shall provide required data pertinent to Strategy 5 based upon the strategy-specific invoicing/reporting requirements and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments (funding transfers).

6. Illegal Dumping Law Enforcement
Fund majority of a full-time Sheriff Deputy (between approximately 90-100% of salary/benefits, overtime, uniform and related cell phone, equipment, and vehicle costs) to assist with law enforcement investigations and patrols to combat illegal dumping within the Mitigation Fee Primary Funding Area.
[See “Staff Costs” section for agency activities that may also be funded under this Strategy.]

Administering Agency: Contra Costa County

Implementing Entity: County Sheriff’s Office

Reporting/Payment Requirements: Effective July 1, 2012, the County Sheriff’s Office shall provide required data pertinent to this Strategy based upon the strategy-specific invoicing/reporting requirements and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments (funding transfers).

7. Surveillance Cameras
Fund the purchase of cameras, camera infrastructure, camera signage and costs related to maintenance, warranty, repair & relocation of surveillance camera system equipment within the Mitigation Fee Primary Funding Area to assist the dedicated Illegal Dumping Law Enforcement officer in targeting specific locations where illegal dumping occurs most regularly.
[See “Staff Costs” section for agency activities that may also be funded under this Strategy.]

Administering Agency: Contra Costa County

Implementing Entity(ies):
County Sheriff’s Department (coordinate monitoring of FlashCams located throughout NR and identify/request relocation of surveillance cameras throughout NR as needed)
County Public Works Department (install/clean/move FlashCam cameras located within the unincorporated NR area upon request if funding is available)
Reporting/Payment Requirements: Effective July 1, 2012, each Implementing Entity shall provide required data pertinent to each entity’s applicable Strategy 8 responsibilities based upon the strategy-specific invoicing/reporting requirements and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments (funding transfers) now or in the future.

SUPPLEMENTAL ENHANCEMENTS

8. **Community Services Coordinator**
   Fund at least a portion of a Community Services Coordinator (CSC) position to be staffed on a contract basis (including salary/benefits/overhead and administering agency contracting charge\(^2\)). The CSC shall:
   - serve as a link between the community of North Richmond, the City of Richmond, and Contra Costa County for issues related to beautification, illegal dumping, and blight using referral process identified by the City and County;
   - coordinate outreach activities related to illegal dumping and beautification within the Primary Funding area, as specified by the City/County, including North Richmond Green community service programs and outreach activities described under Strategies 10 & 11; and
   - be bilingual in order to assist with Spanish translation as needed.
   [See “Staff Costs” section for agency activities that may also be funded under this Strategy.]

   **Administering Agency:** Contra Costa County

   **Implementing Entity:** Community Housing Development Corporation (CHDC).

   Reporting/Payment Requirements: CHDC shall provide required data pertinent to Strategies 8, 10 & 11 based upon the strategy-specific invoicing/reporting requirements and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments.

9. **Community Based Projects**
   Fund the development, implementation and oversight of a variety of community-based projects with specific focuses on anti-littering, blight reduction and/or beautification (including personnel/labor, administrative oversight, materials, equipment and related maintenance costs plus administering agency contracting charges\(^3\)). Up to 15% of the Non-Profit Implementer Award Amount in Attachment 2 may be used for a fiscal sponsor or administrative oversite. Rather than funding stipend programs separately (including stipends, administrative oversight and related materials/equipment), new community-based projects/programs should include component for stipends, where appropriate, to pay local youth and/or other community members for assisting with illegal dumping prevention/abatement or beautification activities within the Mitigation Fee Primary Funding Area.

   Community Based Projects to be funded were solicited through an open Funding

\(^2\)Administering agency contracting charge is $3,000 per contract.

\(^3\)Administering agency contracting charge is $3,000 per contract if directly contracting with City or County (in addition to the 20% allocation described in Administering Agencies section below).
Request Proposal & Application process. Details, including recommended allocation amounts, for each of the selected Community Based Projects to be funded under this Expenditure Plan are contained in the Community Based Projects Table included as Attachment 2.

[See “Staff Costs” section for agency activities that may also be funded under this Strategy.]

**Administering Agencies:** Contra Costa County and Community Housing Development Corporation (CHDC) on behalf of the County. CHDC may, under contract with the County as a Administering Agency, administer Community Based Project contracts funded under this Strategy for some or all of the Community Based Projects listed in the Attachment 2. CHDC shall use no more than twenty (20) percent (%) of the total amount awarded to each Community-Based Project as shown in Attachment 2 to oversee project implementation, including facilitating review/assessment of reports’ and deliverables. Payments to Implementing Entities for Community-Based Projects shall not be issued by CHDC without the written approval of City and County Committee Staff.

**Implementing Entity:** Various Non-Profit Organizations and/or Agencies (see Community Based Projects Tables in Attachment 2)

**Reporting/Payment Requirements:** Any Community Based Project contracts issued or amended by the City/County shall incorporate Reporting & Invoicing Requirements equivalent with those shown in Attachment 1. Community-Based Project contracts being administered by CHDC on behalf of the County shall also incorporate Reporting and Invoicing Requirements equivalent with those shown in Attachment 1. Attachment 1 only applies to Community-Based Project contracts with the Implementing Entities. The County will issue advance payments to CHDC, as needed, to ensure there is adequate funding available to payments requested by Implementing Entities if and when authorized by City and County Staff. Additionally, CHDC would be subject to contractual payment and reporting provisions that differ from those in Attachment 1 due to the nature of the services to be provided.

10. **North Richmond Green Community Services Programs**

Fund the following North Richmond Green programs on a contract basis to the extent the specific details submitted are determined to align with the purpose of the Mitigation Fee and Expenditure Plan:

- **NR Little League Baseball Program** - Includes cost of registration and uniforms with customized North Richmond Green patches for up to 5-6 teams, season kick-off event/parade, equipment, stipends for game monitoring and oversight, food and transportation.
- **NR Adult Softball program** - Includes cost of registration, jerseys with North Richmond Green patches and hats for the men’s and women’s team.
- **NR Youth Twilight Basketball Program** - Includes cost of registration and uniforms with North Richmond Green patches for up to 5-6 teams, equipment, stipends for game monitoring and oversight, food and transportation.
• **NR Youth Eco Academy** - Youth projects to include school gardens, recycling efforts, habitat restoration, creek/bay/ocean water quality monitoring, beach/creek/neighborhood clean-ups and ecological field trips. May fund the cost of materials, transportation and fees associated with pre-approved community beautification projects such landscaping and murals.

[See “Staff Costs” section for agency activities that may also be funded under this Strategy.]

**Administering Agency:** Contra Costa County

**Implementing Entity:** Community Housing Development Corporation (CHDC).

**Reporting/Payment Requirements:** CHDC shall provide required data pertinent to Strategies 8, 10 & 11 based upon the strategy-specific invoicing/reporting requirements and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments.

11. **North Richmond Green Campaign**

Fund the design, printing and/or distribution of education and outreach materials on a contract basis\(^4\) which must align with the purpose of the Mitigation Fee and Expenditure Plan and be pre-approved by Committee Staff. Outreach materials must include “Jointly funded by City of Richmond & Contra Costa County” unless otherwise specified herein. Outreach materials may be any of the types specified below, however must clearly intend to directly:

- Inform the community about Mitigation Fee funded programs/efforts,
- Increase participation in Mitigation funded programs/efforts,
- Reduce illegal dumping and blight in the Mitigation Fee Funding Area, and/or
- Promote beautification in the Mitigation Fee Funding Area.

The following type of outreach material expenditures may be funded if reviewed and pre-approved by Committee Staff:

- **STIPENDS** – Pay local community members (youth and adults) to distribute printed outreach materials door-to-door to promote mitigation-funded strategies *(Jointly Funded text not applicable to stipend expenses, only materials)*
- **HANDOUTS/MAILERS** – Newsletters, flyers, brochures or other documents intended to be handed out or mailed to local residents/organizations.
- **T-SHIRTS** - Shirts shall include the NRGreen.org website to encourage people to learn more about Mitigation funded programs/efforts *(local phone number should also be included when possible, however inclusion of Jointly Funded text may not be required)*
- **NR GREEN FESTIVAL** – Event held once per year and generally include information booths to raise awareness about mitigation-funded efforts and other local beautification efforts as well as fun activities for kids and food. Materials promoting the event shall include the NRGreen.org website as well as a local phone number.
- **SIGNAGE** – Printed or manufactured signage, which includes promotional

\(^4\) Administering agency contracting charge applies ($3,000 per contract)
banners for local events/parades, which should include the NRGreen.org website for Community members to learn more about Mitigation funded programs/efforts. Repair, replacement and removal of NRMF-funded Light Pole Banners.

[See “Staff Costs” section for agency activities that may also be funded under this Strategy.]

Administering Agency: Contra Costa County

Implementing Entity: Community Housing Development Corporation (CHDC).

Reporting/Payment Requirements: CHDC shall provide required data pertinent to Strategies 8, 10 & 11 based upon the strategy-specific invoicing/reporting requirements and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments.

12. Neighborhood Community Garden Projects

Fund on-going maintenance and up-keep of existing community gardens within the Primary Funding Area, which may include a component for stipends, where appropriate, to pay local youth and/or other community members for assisting with Community Garden upkeep and maintenance. Up to 15% of the Non-Profit Implementer Award Amount specified in Attachment 3 may be used for a fiscal sponsor or administrative oversite.

Neighborhood Community Garden Projects to be funded were solicited through an open Funding Request Proposal & Application process. Projects selected under this Strategy could be funded on an on-going basis if separately awarded funding in multiple Expenditure Plan cycles.

Details, including recommended allocation amounts, for each of the selected Neighborhood Community Garden Projects are included in Attachment 3.

[See “Staff Costs” section for agency activities that may also be funded under this Strategy.]

Administering Agencies: Contra Costa County and Community Housing Development Corporation (CHDC)\(^5\) on behalf of the County. CHDC may, under contract with the County as the Administering Agency, administer Neighborhood Community Garden Project contracts being funded under this Strategy for some or all of the Neighborhood Community Garden Projects listed in Attachment 3. CHDC shall use no more than twenty (20) percent (%) of the total amount awarded to each Project to oversee project implementation, including facilitating review/assessment of reports and deliverables. Payments to Implementing Entities for Neighborhood Community Garden Projects shall not be issued by CHDC without the written approval of both City and County Committee Staff.

Implementing Entity: Various Non-Profit Organizations and/or Agencies (see Neighborhood Community Garden Projects Table in Attachment 3)

\(^5\) Administering agency contracting charge applies ($3,000 per contract)
Reporting/Payment Requirements: Any Neighborhood Community Garden Project contracts issued or amended by the County shall incorporate Reporting & Invoicing Requirements equivalent with those shown in Attachment 1. Neighborhood Community Garden Project contracts being administered by CHDC on behalf of the County shall also incorporate Reporting & Invoicing Requirements equivalent with those shown in Attachment 1. Attachment 1 only applies to the Neighborhood Community Garden Project contracts with the Implementing Entities. CHDC would be subject to contractual payment and reporting provisions that differ from those in Attachment 1 due to the nature of the services to be provided. The County will issue advance payments to CHDC, as needed, to ensure there is adequate funding available to payments requested by Implementing Entities if and when authorized by City and County Staff.

**STAFF COSTS**

Committee Administration/Staffing Funding: The funding allocated for Committee Administration/Staffing may not be adequate to cover the full cost of staff time necessary for jointly staffing the North Richmond Waste & Recovery Mitigation Fee Joint Expenditure Planning Committee as well as developing, administering and overseeing this Expenditure Plan for the specified period. Supplemental funding allocation may be necessary upon determining actual costs exceed the amount budgeted to cover the intended City/County costs for joint staffing.

Strategy-Specific Funding: The cost of City/County staff time spent providing direct implementation assistance and/or coordination for specific Strategies may be covered with a portion of the NRMF funding budgeted for each applicable Strategy. Additionally, a portion of the NRMF funding budgeted for Strategies will be used to pay fixed administering agency contracting charge for each applicable contract (Currently $3,000 per contract. An additional $3,000 may be added to a contract amendment to add additional funding or nonprofits to a contract during an existing contract cycle) unless otherwise specified herein.
Community-Based Project & Neighborhood Community Garden Project Reporting and Invoicing Requirements

Substantially equivalent language to be included in all NRMF-funded Community Project Agreements/Amendments

Agreements providing for payments using funding allocated for Community Projects must include provisions that address the requirements contained herein. Contractor shall submit Progress Reports covering each invoice period, using a City/County provided template similar to the attached, in conjunction with each monthly invoice in order to be eligible for payment. Contractor shall monitor, document, and report all Project activities associated with the tasks and deliverables described in the agreement and any eligible Project costs for which reimbursement will be requested. Upon completion of work or the end of the contract’s term, Contractor shall submit a Final Report, using a City/County provided template similar to the attached, in conjunction with the final invoice.

Task Deliverables
The agreement shall assign a dollar amount for each deliverable within each task. Contractor shall only be paid for completed deliverables submitted with all associated supporting documentation. The agreement may include assignment of one dollar amount to multiple deliverables for a specific task when appropriate to substantiate completion of the required task. The Contracting entity (City of County) may authorize partial payment to Contractor for submittal of incomplete deliverables if solely incomplete due to unusual and unforeseen circumstances beyond the control of the Contractor. Contractor must submit written request asking to receive payment for incomplete deliverable containing an explanation as to what factors beyond the Contractor’s control specifically precluded the Contractor from submitting the completed deliverable and why such could not have been foreseen or avoided by Contractor.

Timely Submittal of Invoices
A separate Reporting & Invoicing budget line item shall be included in the agreement to facilitate timely submittal of invoices, progress reports and other deliverables. Submittal of monthly invoices shall be included as a deliverable and the exact amount that is payable upon timely submittal of each invoice complete with all required supporting documentation shall be specified. The agreement shall provide that no portion of the Reporting & Invoicing budget line item be paid to Contractor for invoices submitted beyond 30 days of any monthly invoice period, or without the required documentation including completed Progress Reports.

Pre-approval Required for Supplies and Materials
Unless the exact supplies and materials are specified as preauthorized in the Agreement, Contractor shall obtain pre-approval from the Contracting entity (City or County) prior to incurring supplies and materials expenses for which reimbursement will be requested. To request pre-approval, contractor shall provide written request identifying all proposed supplies and materials as well as an explanation demonstrating its reasonable cost and how said items will aid in the completion of each applicable required task.

Attendance of Community Meetings and Events
Contractor shall attend one North Richmond Green meeting per quarter during the contract period. Documentation substantiating attendance of required meetings shall be included as a deliverable for this task and be included with all applicable monthly invoice(s). Contractor shall
attend first Mitigation Committee meeting following the end of the Expenditure cycle in which their project was funded to present their project outcomes.

**Acknowledgment Required on Outreach & Promotional Materials**
Any printed outreach materials or promotional items must include “Jointly funded by City of Richmond & Contra Costa County”, with the exception of T-Shirts, which Contractor may request Contracting entity pre-approve to include only the NRGreen.org website address.

**Authorized Advance Payments**
In order to receive any potential payment in advance, such must be authorized for the specified Project in Attachment 2 or Attachment 3 of the Expenditure Plan approved by both the County Board of Supervisors and Richmond City Council. No Contractor authorized for advance payment may receive more than ten (10) percent (%) of the approved Implementing Entity Award for this Project. In order to receive any advance payment(s) provided for in the City and County approved Expenditure Plan, the Contractor shall submit a written request to both the City and County Committee Staff detailing the reason(s) advance payment is necessary and itemizing each specific cost that the requested advance payment amount (not to exceed 10% of total award) would pay for and how such costs will aid in the completion of each applicable required task.

**Conflict of Interest Provisions**
Contractor shall not employ, subcontract with, or make payment to any person, for the purpose of implementing a specified Project in Attachment 2 or Attachment 3 of the Expenditure Plan that is at the same time employed by Contra Costa County, City of Richmond or any entity that receives Expenditure Plan funding from the County or the City of Richmond, except upon written approval by the Contracting entity (either City or County).

**Payment Provisions**
Contractor shall submit invoices and required deliverables on a monthly basis consistent with the amounts and frequency contained in the “Eligible Costs” Section, which together may not total more than $ (enter applicable contract amount). Contractor will only receive payment for eligible costs if such amounts are included on invoices adequately substantiated with required supporting documentation that are all submitted to the Contracting entity on or before July 30th. Invoices or portions thereof for which required supporting documentation has not been submitted by July 30th (or 30 days after any contract end date prior to June 30th) shall not be eligible for payment.

1. **Invoices:** Invoices shall be submitted monthly and contain the following information in sufficient detail and be submitted in a form, which adequately demonstrates consistency with the “Service Plan” specified in the contract. Invoices shall be accompanied by the applicable deliverables.

   a. Itemization of any tasks partially or fully completed during the applicable calendar month for which completed deliverables are submitted and associated deliverable payment amount is being requested.

   b. Itemization of any supplies & materials expenses incurred for which reimbursement is being requested within that invoice period.

2. **Supporting Documentation:** The following required supporting documentation must be submitted with invoices when applicable as described below.
a. Every invoice must be accompanied by a Progress Report, with the exception of the final invoice, which must be accompanied by a Final Report. Both types of Reports must contain all of the information specified in the City/County provided Report templates, as well as any applicable details specified in the Service Plan as a Contractor's Obligation.

b. All applicable required deliverables associated with the requested payment amounts itemized on each monthly invoice.

c. If an invoice is requesting reimbursement of any supplies or materials not pre-authorized in the budget contained in the agreement, such invoice must be accompanied by copies of pre-approval from the Contracting entity, as well as actual itemized invoices or receipts for all applicable supplies and materials. If an invoice is requesting reimbursement for copying or printing, at least one copy of the printed item should accompany the invoice.

City/County shall review submitted invoices and supporting documentation within a reasonable period of time and remit payment to Contractor promptly upon determining the purpose and amount of payment requested are authorized under the Agreement.
North Richmond Waste & Recovery Mitigation Fee Community-Based Project
Progress Report

Organization: 
Contact Person: 
Progress Report Period: _____ - _____

**Brief Description of the Project:**
Provide a brief description of the project activities/services your Organization is providing with this North Richmond Mitigation Fee (NRMF) funding. Funded activities must be consistent with the signed Agreement.

**Tasks Accomplished to Date:**
Describe the various tasks that your Organization has completed in whole or in part during the Progress Report Period (can be bullet points). [Save for use/reference when preparing Final Progress Report.]

**Materials Produced to Date:**
Provide a listing of any materials/documents produced during this Progress Report period as a part of this project (e.g. pictures, surveys, handouts, work products, etc.) and attach copies of each.

**Number of Persons Served to Date:**
Provide total number served from the NRMF Funding Area during this Progress Report period. 
Provide total number served from outside the NR Funding Area during this period.
Provide total number of residents paid with NRMF funding during this period.

**North Richmond Green Meeting Attendance to Date:**
Specify which monthly North Richmond Green meetings (list meeting dates) your Community Based Project representative(s) attended during this Progress Report period. [Must attend at least once per quarter]
MEETING DATE(s): _____  ATTENDEE NAME(s): _____

**Successes to Date:**
Identify whether and how your project is addressing the intended problems associated with illegal dumping (be specific). Describe any other beneficial outcomes/success stories resulting from your project activities to date.

**Challenges to Date:**
List any and all issues/problems (e.g. change in personnel, inadequate public awareness, applicability of regulatory restrictions/requirements, etc.) identified during this period which may impact the project’s ability to achieve the intended outcome(s) identified by your Organization. Include all challenges/obstacles/barriers that may inhibit or compromise your ability to address the intended illegal dumping problem(s).

**Lessons Learned to Date & Feedback from Participants/Community:**
Share any lessons learned from participants, staff and/or the community during this Progress Report period.

Provide any feedback about the NRMF-funded project/program received from participants and/or community members (such as copies of quotes, emails/letters and completed surveys/evaluations).

**Other Project Information:**
Provide any additional information about your organization’s work that did not fit in any of the other sections, including description(s) of any additional services or enhanced activities provided beyond those specified.
North Richmond Waste & Recovery Mitigation Fee Community-Based Project
Final Progress Report

Organization: _____
Contact Person: _____
Contract Period: _____ - _____

**Final Project Expenses:** Attach completed Final Progress Report to the Final Invoice being submitted for any reimbursable costs not included on invoice(s) submitted with prior Progress Report(s).

**Brief Description of the Project:**
Provide a brief description of the project activities/services your Organization provided with this North Richmond Mitigation Fee (NRMF) funding. Funded activities must be consistent with the terms of your signed Agreement.

**Tasks Accomplished:**
Describe all project tasks/activities that your Organization completed during the entire contract period. Summarize any work completed not previously reported and consolidate with updated information from prior Progress Reports.

**Materials Produced:**
Provide a listing of any materials/documents produced as a part of the program (e.g. pictures, surveys, handouts, work products, etc.). Attach copies of anything not included with prior Progress Reports submitted.

**Number of Persons Served:**
Provide total number served from the NRMF Funding Area during the entire contract period. Provide total number served from outside the NR Funding Area during the entire contract period. Provide total number of residents paid with NRMF funding during the entire contract period.

**North Richmond Green Meeting Attendance:**
Specify which monthly North Richmond Green meetings (list all meeting dates) your Community Based Project representative(s) attended during the contract period. [Must attend at least once per quarter]
MEETING DATE(s): _____  ATTENDEE NAME(s): _____

**Successes:**
Identify extent to which your project addressed the intended problems associated with illegal dumping and how (be specific). Describe any other beneficial outcomes/success stories resulting from your project activities.

**Challenges:**
Explain why your Organization was not able to achieve the intended project outcomes and/or address the illegal dumping problems previously identified, if applicable. Include any challenges/obstacles/barriers (e.g. personnel changes, lack of public awareness, previously unknown regulatory restrictions/requirements, etc.) that compromised or inhibited your project’s success in addressing problems associated with illegal dumping.

**Lessons Learned & Feedback from Participants/Community:**
Share any lessons learned from participants, staff and/or the community during the contract period.

Summarize all participant and/or community feedback received about this NRMF-funded project/program (attach any findings/summary of final project evaluation and copies of related documents not previously submitted).

**Other Project Information:**
Provide any additional information about your organization’s work that did not fit in any of the other sections, including description(s) of any additional services or enhanced activities provided beyond those specified.
Insert Attachment 2 & 3 Here
Committee Approved Additions to Primary Mitigation Funding Area

Legend
- 0 - 65 Feet
- 65 - 130 Feet
- 130 - 260 Feet
- 260 - 390 Feet
- 390 - 520 Feet
- 520 - 650 Feet
- 650 - 680 Feet

July 2006 Addition to Mitigation Funding Area
Primary Mitigation Funding Area

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